**RISK ASSESSMENT / CONTROLLABLE**

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| --- |
| This template must be used. Modifications to the format of this template may result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). Do not list any names or information that can be used to identify the Consultant’s identity. ***You may copy/paste to add or delete individual Risk items, but do not exceed the specified page limits.*** Please use the following format:* **Risk #** – Title of the Risk (critical aspect of the scope)
* **Why is it a Risk?** – A brief description of why the risk is critical a successful project outcome.
* **Solution** – describe all of the following: (a) action steps that will be taken to successfully execute this aspect of the scope, and (b) technical expertise/experience to ensure the proposed action steps will fulfil the Scope of Work.
* **Assumptions** - List any major assumptions

***Bullet points may be useful for listing recommended action steps.*** **(2 pages maximum)** **(You may delete all of these instructions)** |

**SECTION 1 – ASSESSMENT OF CONTROLLABLE RISKS**

|  |  |
| --- | --- |
| **Risk 1:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

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| --- | --- |
| **Risk 2:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

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| --- | --- |
| **Risk 3:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

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| **Risk 4:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

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| **Risk 5:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

**RISK ASSESSMENT / NON-CONTROLLABLE**

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| This template must be used. Modifications to the format of this template may result in disqualification (i.e. altering font size, altering font type, adding colors, adding pictures, etc.). Do not list any names or information that can be used to identify the Consultant’s identity.***You may copy/paste to add or delete individual Risk items, but do not exceed the specified page limits.*** Please use the following format:* **Risk #** – Title of the Risk item
* **Why is it a Risk?** – A brief description of how the risk may impact the project (cost/schedule/scope/quality).
* **Solution** – include all of the following: (a) action steps to prevent the risk from occurring, (b) definition of potential impacts to project cost/schedule/scope/quality if the risk does occur, and (c) recommended response plan if the risk does occur.
* **Assumptions** - List any major assumptions

***Bullet points may be useful for listing recommended action steps.*** **(2 pages maximum)** **(You may delete all of these instructions)**  |

**SECTION 2 – ASSESSMENT OF NON-CONTROLLABLE RISKS**

|  |  |
| --- | --- |
| **Risk 1:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

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| --- | --- |
| **Risk 2:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

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| **Risk 3:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

|  |  |
| --- | --- |
| **Risk 4:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |

|  |  |
| --- | --- |
| **Risk 5:**  |  |
| **Why is it a Risk?**  |  |
| **Solution:**  |  |